



Shire of Dardanup

APPENDICES

BUSHFIRE ADVISORY COMMITTEE MEETING

To Be Held

Wednesday, 17 March 2021
Commencing at 7.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

Donna Bailye

From: Chris Hynes
Sent: Saturday, 27 February 2021 9:59 AM
To: Donna Bailye
Subject: Fwd: Deployment forms

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Donna
Could you include this email into my BFAC report when Incompetent it
Regards
Chris Hynes
Dardanup CBFCO

Sent from my iPad

Begin forwarded message:

From: Hynes Contracting <hynescontracting@outlook.com>
Date: 1 February 2021 at 8:10:43 pm AWST
To: "andy.wright@dfes.wa.gov.au" <andy.wright@dfes.wa.gov.au>, thunter1503
<thunter1503@gmail.com>
Cc: Murray Halden <Murray.Halden@dardanup.wa.gov.au>, Brigade Mailbox
<Brigade@dardanup.wa.gov.au>
Subject: Deployment forms

Hi Andy
I feel I need to complain about the Deployment forms. We have members that have done the forms and been on deployment this season. We have a new deployment tonight I get the members that haven't done a form to do one and the others have done so they wouldn't need to
The ones that have done a form this season their details are not available for Nick to process at home. Not his fault but DFES systems
I don't need this every time I need to arrange a new deployment
We don't know who is going to put their hand up for deployment that's the nature of volunteering and trying to get paper work done prior to the season
The extra time it takes for myself and shire to process the paper work is not needed each year
There needs to be a better system that keeps the info available year to year
I would like this to be on the ROAC meeting agenda. I have included Terry Hunter into this email as our Rep
Regards
Chris Hynes
Dardanup CBFCO



OPERATIONAL CIRCULAR 75/2020

File: D03315

OCTOBER 2020

ALL HAZARDS DEPLOYMENT REGISTER – CAREER AND VOLUNTEER

Key Message

DFES has a strong and proud tradition of supporting communities in need, within and outside of Western Australia.

As a preparatory exercise DFES is seeking Expressions of Interest (EOI) from suitably qualified DFES, CFRS, VFRS, SES, VFES, Marine Rescue WA and BFB personnel wishing to be considered for deployment to intrastate, interstate and international emergencies. Personnel should be aware this EOI does not guarantee deployment.

This EOI will be effective from 15 October 2020 until 16 October 2021 when a new EOI will be required to be submitted.

An EOI is not required for Strike Teams and Task Forces that assist neighboring regions at short notice and for short term duration.

How do I submit my EOI?

Interested Personnel should register their EOI information via the forms available at [DFES Resource Deployment Registration \(RDR\)](#)³, as linked below. The RDR is a repository for all EOIs in terms of names and roles that can be undertaken, which is used by State Operations for planning human resources availability for deployment.

- Natural Hazards Volunteers: SES/VFES volunteers should register their EOI via the following nomination form – [Printable PDF](#) or [Editable Word Version](#).
- Volunteer Firefighters: VFRS/VFES and BFB Volunteers should register their EOI via the following nomination form – [Printable PDF](#) or [Editable Word Version](#)
- Marine Rescue Volunteers: MRWA volunteers should register their EOI via the following nomination form – [Printable PDF](#) or [Editable Word Version](#)
- DFES Employees: All DFES employees should register their EOI via the following nomination form – [Printable PDF](#) or [Editable Word Version](#)

Does my application need to be approved by my line manager?

Yes, your EOI must be endorsement and progressed by the your line manager, as per the [Deployment Register Application Process](#).

How do we get to the incident and where do we stay?

Transport by land and/or air to and from the incident is provided. Where air travel is required, DFES will not extend return flights or other travel arrangements for the purpose of individual persons wishing to extend their stay.

Target Audience: All Operational Personnel.				
A	B	C	D	Vol
O.I.C. is to communicate content to all relevant personnel under their command, discuss implications, and sign appropriate box above. Once completed Circulars shall be filed on station and forwarded to Information Resources at the end of each financial year.				
OC-75-20	Issue Date: Oct 2020	Removal Date: Oct 2021	Contact: Andrew.Duckworth@dfes.wa.gov.au	State Operations
Page 1 of 2				



Accommodation will be provided and personnel should be aware that it may range from basic camp facilities to hotel accommodation. Welfare will be provided or arranged through the incident for all personnel.

How long will I be deployed for?

- Intrastate – usually up to seven (7) days, intended duration will be informed prior to departure
- Interstate – usually minimum five (5) days to a maximum of fourteen (14) days.
- International – usually for a period of up to 6 weeks, with only one contingent initially deployed.

Do we need a passport for international deployment?

For international deployment, personnel must ensure they have a valid Australian passport for the entire EOI period. Some countries require travellers to have at least six months' validity remaining on their passports at time of travel. Immigration authorities may refuse entry if an individual arrives with less than this amount.

Are there any medical or fitness requirements?

Personnel selected for deployment will be required to complete a Pre-deployment Medical Questionnaire, to declare they are medically fit. Upon selection for deployment if they have either a debilitating condition or workers compensation claim they will be required to decline the request.

Fitness tests will be required for those personnel sent on an international deployment. Medical clearances from a Doctor will also be required. The requesting country will determine fitness and medical parameters for those deployed in accordance with Directive 2.4 – Operational Deployment.

Are there any other requirements?

Personnel who submit an EOI must ensure their personal contact details, emergency contact and next of kin details are correct and maintained via the Volunteer Portal or Employee Kiosk.

Regional Superintendents are requested to pass this information on to their respective local governments

Where can I find further information?

For further information on the [DFES Resource Deployment Register](#)¹.

For further information on Operational Deployment, please refer to [Directive 2.4 – Operational Deployment](#)² or contact DFES Superintendent Operational Communications: Andrew Duckworth, andrew.duckworth@dfes.wa.gov.au

CRAIG WATERS DEPUTY COMMISSIONER OPERATIONS

- LINKS: 1. <https://shared.dfes.wa.gov.au/business-units/resource-deployment-register/Pages/default.aspx>
2. <https://shared.dfes.wa.gov.au/business-units/doctrine/IRISDoctrinesyncfolder/Doctrine/2%20Mobilising%20Staff%20Deployment/2.4%20Operational%20Deployment/Directive-2.04---Operational-Deployment.pdf#search=2%2E4>
3. <https://shared.dfes.wa.gov.au/business-units/resource-deployment-register/Pages/Deployment-Registration.aspx>

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OC-75-20	Issue Date:	Removal Date:	Contact:	State Operations
Page 2 of 2	Oct 2020	Oct 2021	Andrew.Duckworth@dfes.wa.gov.au	

(Appendix BFAC: 10.11)



WELLINGTON MILLS BFB

Dear Community Member,

Thank you for taking the time to read this information from your local Volunteer Bushfire Brigade.

In recent years our community has responded to rural fires in our area and we thank all those involved for their help to get these fires controlled quickly.

DFES encourages the use of personal firefighting units in combatting these types of incidents so we would like this opportunity to provide you with some important information regarding the use of personal equipment at a fire.

Generally your local Volunteer Fire Brigade will respond to an incident within our Shire and the first brigade to arrive will assume initial responsibility for control of the incident. It is therefore important that they know who is supporting at the incident. If you arrive at an incident you should try to locate the Incident Control Point and provide the Incident Controller with your information. You can do this via a Volunteer Brigade Unit who may be nearby or call via UHF radio directly to the Incident Controller.

Aerial water bombing is a common form of fire suppression in our area, so it is vitally important that the drop zone is clear of firefighters before dropping water in the area. To ensure everyone's safety we encourage all involved to equip themselves with a UHF two way radio, this will allow the Incident Controller to communicate any situation with everyone at the incident. These can be installed in the vehicle or a hand held portable unit. Within the Shire of Dardanup you should call "Dardanup Incident Controller" on channel 5 when arriving at the incident.

For your safety we ask that when near any fire activity, you should wear appropriate protective clothing. This should include overalls or long trousers from natural fibre (jeans or similar), long sleeved cotton shirt, sound leather boots, leather gloves, goggles or safety glasses and head protection.

Dept of Fire and Emergency Services have produced information which can be found by searching online for 'Guidelines for Operating Private Equipment at a Fire' or contact your Local Volunteer Bushfire Brigade.

Kind regards

Ian Bridge

Fire Control Officer

Wellington Mills Volunteer Bushfire Brigade

Email: ianbridge@iinet.net.au

Mobile 0429 030 713

(Appendix BFAC: 10.12B)

Firebreak variations/exemption guidelines for Rangers

Dardanup West brigade

The following guidelines are to be used by Shire of Dardanup Rangers when completing inspections in the Dardanup West Brigade area. These guidelines are only to be used on properties where the property does not comply with the Fire Prevention order but where an application for an exemption may be considered.

1. Exemptions/variations will only be considered where it is impractical to clear or remove flammable material from land or an alternative fire prevention method has been provided. Compliance with the Fire Prevention Order remains the preferred option.
2. An exemption/variation application shall specify the specific location/section of boundary that is the subject of the application. The Fire Prevention Order will apply to all other areas.
3. An exemption/variation application shall include a site plan that provides detail of the exact location that is the subject of the request for an exemption/variation
4. The exemption/variation ceases to have effect upon expiry. Should a subsequent application be lodged it will be subject to the current guidelines. Previously approved exemptions/variations are not automatically approved
5. Where a formed driveway travels along or near a section of boundary and the land between the driveway and the boundary is maintained/clear the driveway is considered the firebreak. Height requirements still apply.
6. Where large tree/s are located on or adjacent to the property boundary and it is impractical to remove or prune the lower branches of a tree/s, the break may deviate as close as practical and around the tree/s for a distance of between 6m and 12m from the property boundary. The height requirements still apply.
7. Where a structure has been built in a manner that prevents the installation of a fire break, the land between the bound and the structure shall be clear of all flammable material.
8. Where land is low lying and subject to seasonal flooding that prevents the installation of fire breaks by the due date, an exemption may be granted subject to fire mitigation measures being implemented as soon as practicable after the due date.
9. Where land is flood irrigated or immediately adjacent to land that is flood irrigated, an exemption will be granted if the pasture is maintained for the duration of the fire season.
10. An exemption/variation will be considered where the section of boundary is immediately adjacent to an irrigated lawn or pasture that is maintained for the duration of the fire season.
11. Where a request for an exemption/variation is made for a portion of land that is irrigated and that portion of land is greater than .2 of a hectare, the application will require to include formal confirmation from Dept of Water to ensure the exemption/variation is able to be satisfied.



Local Emergency Management Support Plan

Bush Fire Response

Administration Centre – Eaton

1 Council Drive | PO Box 7016

EATON WA 6232

Tel: 9724 0000 | Fax: 9724 0091

records@dardanup.wa.gov.au

www.dardanup.wa.gov.au

Version 5.0 September 2020

Adopted by Council:

Review Date: February 2021

FOWARD

The Shire of Dardanup is one of the fastest growing local governments in Australia. Over the past 10 years the population has grown by nearly 35%, consistently achieving around 1.5-2% growth per annum since 2001. The Shire forms part of the Greater Bunbury Region and is located in close proximity to Perth (less than a 2 hour drive) and the popular tourist destinations along the south west coast.

As a Shire with a rural history, located on a major river and close to the coast, the Shire of Dardanup has many attributes that make it an attractive place to live, work and invest providing all the essentials of life: residential, commercial, farming, industrial, rural lifestyle, waterways, State forests and recreation.

The geography and vegetation within the Shire provides a range of attractive landscapes with expansive views and numerous valleys that follow the major watercourses. It is a regionally significant landscape that has economic significance, particularly for the tourist industry and for people seeking a rural lifestyle environment. A number of tourist attractions have been established including Gnomesville, wineries, breweries, farm stays and the like.

A major fire consideration for the Shire of Dardanup Bush Fire Response is the abundance of Coastal Wattle which is a recovery plant species and is prolific throughout the regions that were previously cleared. It creates highly volatile fire behaviour when impacted by severe fire.

(Appendix BFAC: 10.13.1)

Zoned Land area v Reservation (Greater Bunbury Scheme)

GBRS ZONING		AREA (ha)	LAND PERCENTAGE
ZONES	Urban	783	1.5
	Urban Deferred	75.6	0.1
	Industrial	569.6	1.1
	Industrial Deferred	257.9	0.5
	Rural	26,867.4	50.9
	Sub Total	28,553.2	54.1
RESERVES	State forest	13,051.5	24.7
	Regional Open Space	10,325.9	19.5
	Waterways	385.6	0.7%
	Railways	118.8	0.2%
	Primary Regional Roads	342.7	0.7
	Public Purposes (all)	26.6	0.05
	Sub Total	24,250.9	45.9
TOTAL	52,804.4	100.00%	

Population Growth and Development

Conservative estimates based on Census figures for the Shire of Dardanup suggest an annual growth rate of approximately 2%.

Areas of the Shire showing 2016 Census population figures by area are listed below for settlement population distribution:

Settlement	Population
Burekup	800
Crooked Brooke	196
Dardanup	502
Dardanup West	672
Eaton	8,483
Ferguson	238
Henty	150
Millbridge	2,397
Paradise	163
Picton East	117
Waterloo	176
Wellington Forest	7
Wellington Mill	121
Total	14,022

AMENDMENT RECORD

Contact Officer

For copies of this plan, or to provide comment, contact:

1 Council Drive | PO Box 7016
EATON WA 6232
Tel: 9724 0000 | Fax: 9724 0091
records@dardanup.wa.gov.au

Document Control

Version	Date	Comments
1	November 2013	Adopted by Council
2	October 2014	Whole of document review – Shire of Dardanup & DFES
3	September 2020	Whole of document review/re-write – Shire of Dardanup
3.1	February 2021	Final review – Shire of Dardanup/DFES

(Appendix BFAC: 10.13.1)

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PART 1: INTRODUCTION

1.1 Aim and Objectives

The aim of this plan is to prescribe the management and coordination arrangements, responsibilities and procedures for the Volunteer Bush Fire Brigades under the control of the Shire of Dardanup (SoD) and related emergency management agencies involved in bushfire Prevention, Preparedness, Response and Recovery.

The objectives of this Local Bush Fire Response Plan are:

- To promote a safer, sustainable community in the SoD;
- To foster a sound working relationship between all parties and agencies contributing towards the effectiveness of this plan;
- To provide a bushfire management plan that is consistent with the overall State, agency and SoD objectives for fire suppression, coordination, control and command in the local government area;
- To identify key infrastructure and elements at risk to bushfire in the community;
- To provide a coordinated and effective communications strategy;
- To provide procedures for the coordination of support functions and transition to recovery in the event of a bush fire impacting the Shire.

1.2 Scope

This plan covers all lands within the boundaries of the SoD located outside the Gazetted Fire District of Eaton-Australind as prescribed by the Fire Brigades Act 1942.

1.3 Hazard Definition

A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954.

1.4 Related Documents

This plan is to be read in conjunction with the following documents that impact on fire management processes:

- Bush Fires Act 1954
- Fire Brigades Act 1942
- Conservation and Land Management Act 1984
- Fire and Emergency Services Act 1998
- Emergency Management Act 2005
- Emergency Management Regulations 2011
- Occupational Health and Safety Act 1984
- Biodiversity Conservation Act 2016
- Local Government Act 1995
- State EM Policy
- State Hazard Plan – Fire
- Shire of Dardanup Fire Control Officers Directory

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- Shire of Dardanup Local Emergency Management Arrangements
- Shire of Dardanup Local Emergency Risk Management Plan
- Shire of Dardanup Local Recovery Plan
- Shire of Dardanup Bush Fire Brigade Local Law
- Traffic Management During Emergencies Guideline

1.5 Authority to Plan

Local Government has the responsibility under the State Hazard Plan – Fire Section 3.2 to develop Brigade Area Response Plans for its district. Within this document the SoD is identified as the Combat Agency for Bushfire in local government districts outside the Gazetted fire district of Eaton-Australind and DBCA land and has the responsibility to plan for the Bushfire hazard response.

1.6 Plan Responsibilities

The development, implementation and review of this plan are the responsibility of SoD in consultation with Department of Fire & Emergency Services (DFES), Department of Biodiversity Conservation & Attractions (DBCA) and the Local Emergency Management Committee (LEMC).

1.7 Exercise and Review

1.7.1 Exercising

This plan will be subject to a biannual emergency exercise in accordance with State EM Policy Section 4.8 and WA Managing Exercises Guideline.

1.7.2 Review

This plan will be reviewed on an annual basis prior to each bushfire season which commences in October each year. In addition, this plan will be reviewed on request by the CBFCO post any major incident impacting the Shire based on the recommendations of a Debrief or Post Incident Analysis (PIA).

1.8 Organisational Roles and Responsibilities

The SoD are a prescribed Combat Agency for the EM activity of fire suppression. Also, they are required to assist the HMA by providing advice and resources to manage the emergency. The SoD lead manage and coordinate community recovery at a local-level and undertake these responsibilities in close cooperation with or directly supported by State Government Departments and supporting agencies.

Prevention – Preparedness

- Identify the sources of risk that may impact upon the district of the local government through application of the emergency risk-management process.
- Administer and support a LEMC.
- Develop, maintain, review and test the LEMA and local recovery plan.

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- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the Bush Fires Act and Regulations 1954 relating to the management of bushfire preparedness and response including: issuing fire break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times

The SoD will issue and observe harvest and vehicle movement bans based on inclement weather patterns, typically a Fire Danger Index of 35 and above or these bans may be based on response capabilities (see 3.2.2).

The SoD will liaise with any relevant agencies that have responsibility for land management for the mitigation of bush fire on land under their control. The SoD in conjunction with DFES promote community preparedness through community engagement and awareness programs.

Response

- The SoD is primary responsible to carry out activities of fire suppression on lands vested in the local government.
- Provide assistance and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.
- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.

Recovery

- Accept and approve an Impact Statement for the emergency from the Controlling Agency, in conjunction with the State Recovery Coordinator.
- Nominate a local recovery coordinator, with more than one person appointed and trained.
- Lead and manage the community recovery process through the Local Recovery Coordination Group in concert with other agencies identified in the local recovery plan.
- Develop an operational recovery plan, in conjunction with the Local Recovery Coordination Group.

It should be noted that all landowners have a statutory and common law obligations to prepare for, prevent and manage bushfires on their land.

PART 2: PREVENTION AND MITIGATION

2.1 Responsibility for Prevention and Mitigation

The Bush Fires Act 1954 is the predominate legislation to provide for the prevention and mitigation of Bushfires in Western Australia. The FESA Act 1998, the Fire Brigades Act 1942, the Emergency Services Levy Act 2002, the Conservation and Land Management Act 1984, and the Emergency Management Act 2005 also contain relevant provisions to the administration of the Bush Fire Response Plan and administration of Volunteer Bush Fire Brigades.

The SoD will adopt a risk management approach underpinned by ISO3100 Risk Management Principles and Guidelines. The Local Emergency Risk Management Plan and Local Emergency Management Arrangements are a result of this process that determines the need for bush fire response planning.

A Bush Fire Advisory Committee (BFAC) is established under s67 of the Bush Fires Act 1954 as an advisory committee to Council on Bush Fire matters. In addition, the SoD participates in a Regional Operations Advisory Committee (ROAC) established to discuss operational matters at a regional level.

In accordance with the Emergency Management Act 2005, the SoD has established a (LEMC) and may participate in a District Emergency Management Committee (DEMC).

Bush fire prone areas have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack. A bush fire prone area is identified by the presence of and proximity to bush fire prone vegetation and includes both the area containing the bush fire prone vegetation and a 100 metre buffer zone immediately surrounding it.

More information, including the detail of how bush fire prone vegetation is identified, is available in the *Mapping Standard for Bush Fire Prone Areas* on the DFES website.

2.2 Prevention Strategies

On a risk management approach, the SoD takes the following actions:

- Requires the occupier of land to plough or clear fire break in accordance with the annual Fire Prevention Order in accordance with the Bush Fires Act 1954
- Integrated hazard reduction programs for fuel removal by manual and prescribed burning methods
- In partnership with DFES conducts regular public education and awareness campaigns through direct mail, media campaigns, signage and enforcement.
- In partnership with the Western Australian Police Force and local crime prevention committees' targets prevention of arson.

PART 3: PREPAREDNESS

3.1 Responsibility for Preparedness

The SoD is responsible for the following preparedness activities for land that falls under SoD responsibility.

- Pre-Incident planning to address response arrangements including;
 - Suitable access for suppression resources, through enforcement of the annual Fire Prevention Order.
 - communications, incident notification and dispatch through the communications plan (**Appendix F**).
 - Control and command facility location.
- Training of Bush Fire Brigade volunteers and support personnel will be conducted in partnership with DFES and accordance with the firefighting training pathways.
- SoD support and promotion of community engagement programs such as Bush Fire Ready Action Groups, local media and development of emergency warning and information systems including public access to a local SMS alert system.

3.2 Preparedness Planning

This plan forms the local level bush fire response plan for the SoD local government area. In addition, all volunteer bush fire brigades are encouraged to develop localised response plans for their district with the support of the Local Government.

3.2.1 Fire Weather Forecasting

The SoD routinely monitors weather conditions and forecast Fire Danger Index (FDI) rating that is calculated on the consideration of temperature, wind speed, relative humidity and curing. During significant events, the SoD with the assistance from DFES, can obtain specific area 'Incident Weather Forecasts' from the Bureau of Meteorology (BoM) to assist in incident management.

3.2.2 Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans (HVMB) are issued by the SoD under the Bush Fires Regulations 1954 Section 24c and /or Section 38a when in a Bush Fire Control Officers opinion, the use of engines, vehicles plant or machinery including the use of motorbikes is likely to cause or contribute to the spread of a bushfire.

Generally, when an FDI is above 35 the SoD will consider the implementation of a HVMB. The Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

A HVMB will be enforced when a Total Fire Ban has been declared for the SoD.

The SoD will communicate HVMB on ABC local radio and through the SoD Communications Officer - Media. The Public may also contact the SoD at any time during normal business hours to ascertain if a HVMB has been issued.

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3.2.3 Resources and Personnel

The SoD, through the Emergency Services Levy, provides and maintains firefighting appliances and equipment for Bush Fire Brigades. The SoD is also responsible for the attraction, administration, support, retention and training of volunteers for bush fire brigades.

During a major bushfire incident, the SoD may call on members of the LEMC committee in an operational capacity to form a multiagency incident management team or provide operational support.

3.2.4 Facilities and Services for Incident Management and Support

The SoD has identified various locations as the primary Emergency Coordination Centre for incident management and support if necessary.

3.2.5 Critical Infrastructure

The Shire of Dardanup has several industrial areas and associated infrastructure that have potential risks associated with them and is contained in **Appendix H**.

3.2.6 Special Needs and at-Risk Groups

Special needs and at-Risk Groups will be identified in the Local Emergency Management & Recovery Arrangements including contact details and any special considerations regarding these facilities.

3.2.7 Community Education

Each year the SoD will conduct community education to targeted audiences. This may include:

- Annual Fire Prevention Order awareness and compliance programs;
- General community information in Prepare Act Survive;
- Bush Fire Brigade attendance at community events;
- Community Bushfire Ready program (DFES).

3.3 Evacuation Arrangements

The need and planning for evacuation of residents impacted by bushfires will be the responsibility of the Incident Controller in consultation with the Western Australia Police. The SoD has identified buildings suitable for use as welfare centres and information regarding these can be found in the SoD Local Emergency Management & Recovery Arrangements. The Department of Communities (DoC) is the agency responsible for assisting the community under evacuation and any servicing requirements of the established welfare centres.

PART 4: RESPONSE

4.1 Response

SoD is responsible for developing and implementing rapid, effective and complimentary response for its area of responsibility as outlined in Item 1.8 of this plan.

SoD Bush Fire Brigade response arrangements are managed at the local level by the CBFCO & DCBFCO and a network of Captains, and FCO's.

4.2 Notification

All fires reported by the public will be to the 000 Emergency number.

Any request for response by SoD Volunteer Bush Fire Brigades should come via DFES Communications Centre (ComCen) who will in turn contact the CBFCO who has primary responsibility for activating Bush Fire Brigades and the DCBFCO for information and for activating Brigades in the case that the CBFCO is unavailable.

In the event that an incident is reported by anyone other than DFES ComCen, the details of the call are to be communicated to DFES ComCen as soon as practicable.

4.1.1 Public Information and Media Management

During an emergency, the following procedures for the release of public information must be followed by EMAs, Controlling Agencies and public authorities:

- The Incident Controller (IC) is responsible for Media release and Public Information and warnings as outlined in the SoD Local Emergency Management & Recovery Arrangements;
- EMAs may continue to release information relating to their business as usual activities, such as delays in services.
- If approached by the media, EMAs, and public authorities should confirm they are assisting the IC and direct enquiries to the IC.
- EMAs involved in response activities must only release information in relation to their areas of expertise. This information must first go to the IC, who may include it in their public information, before individual agencies and organisations release it through their own channels.
- All agencies must seek approval for the release of their public information according to their own internal processes and procedures. Matters not falling within their direct responsibility should be referred to the appropriate agency/organisation for consideration.
- The SoD employs a Communications Officer - Media that could assist with the above responsibilities.

Any local government prevention preparedness media campaigns are conducted in consultation with the SoD Communications Officer - Media.

4.3 Levels of Response

The SoD will adopt an incident level structure as detailed in State Hazard Plan – Fire Section 4.9 which details the levels of response. These are broadly defined as outlined below:

(Appendix BFAC: 10.13.1)

INCIDENT LEVEL DESCRIPTORS - Note: All fire incidents are regarded as Level 1 unless declared otherwise.

- LEVEL 1 - A Level 1 fire incident is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.
- LEVEL 2 - Level 2 fire incidents are more complex either in size, duration, resources, risk or community impact. They usually require delegation of a number of incident management functions and may require interagency response.
- LEVEL 3 - Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media and political interest. These incidents will usually involve delegation of all the Incident Management functions.

4.1.2 Appointment of Incident Controller

All fires requiring suppression will have an Incident Controller (IC). The CBFCO or delegated officer of the SoD shall be the initial IC of all fires requiring a coordinated response, where transfer of control has not taken place. The appointment will be immediately communicated to the relevant combat and support personnel involved.

The IC is responsible for the overall control of the incident within a defined incident area. The IC has the responsibility for the safety and welfare of all people and resources during the management of the incident. This task may be delegated to a Safety Officer to oversee the occupational health and safety considerations.

4.1.3 Higher Level Assistance

Under section 13 of the Bush Fires Act 1954 higher level assistance may be sought for DFES to assume control of a fire(s). The FES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or other person to take control of all operations in relation to that fire if a bushfire is burning in the district of the SoD on land other than conservation land, or on conservation lands;

- at the request of the SoD;
- if, because of the nature or extent of the bushfire, the FES Commissioner considers that it is appropriate to do so;
- In making such a decision, he may consider if:
 - A bushfire has assumed or is likely to assume such proportions as to be incapable of control or suppression by SoD;
 - DFES is of the view that a bushfire(s) is not being effectively controlled or suppressed by SoD.
- Where a bush fire(s) requires multiagency or multijurisdictional coordination of resources and public information above the level able to be provided by SoD.

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SoD is to advise DFES Regional Duty Coordinator (RDC) who will advise DFES District Officer State Situation when it is considered that this situation may exist based on one or more of the following criteria;

- There is not a clear plan or objectives established within 4 hours and the fire is continuing to burn uncontrolled;
- An urban settlement is in the direct path of the fire;
- The IC believes that the fire is not likely to be contained using the existing available resources;
- The nature and extent of the bushfire requires state level coordination of resources or public information;
- The bushfire has been declared a Level 3.

DFES ComCen must be kept informed of all bush fire incidents and any developing situation where there is a potential for multi-agency involvement or impact on more than one agency area, lifeline infrastructure or on community safety.

4.4 Activation

The activation of this plan will be by the response to bushfire on land under the control of the SoD and any bushfire reported to the CBFCO, DCBFCO, or FCO of SoD.

4.5 Incident Management System

AIIMS is to be used by all parties to this plan.

4.6 Incident Coordination and Structure

SoD will base incident structure and arrangements on State EM Plan [Appendix D: State Emergency Management Response Framework](#).

4.7 First Responder Maps

Operational maps are automatically produced for specific incident types and made available to First Responding Crews. These maps are produced when the incident is first reported to ComCen and are updated within the first two hours if:

- the incident location changes;
- the incident type changes; or
- spatial data is captured by Air Intelligence or in FESMaps for that incident.

Maps remain accessible for the duration of the incident; however, after two hours they will no longer be updated regardless of whether changes occur. Mapping beyond this two hour period is expected to be provided at the IMT.

To view First Responder Maps [Click Here](#)

4.8 Conducting Evacuations

The Controlling Agency has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

As per the State EM Plan S5.3.2, if there is a need for additional powers to direct the movement of

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persons, animals and vehicles around or out of an emergency area, the Controlling Agency can request the declaration of an emergency situation by the HMA. This will allow for the authorisation by the HMA of relevant persons to exercise the powers of HMOs.

Evacuation planning should include all five stages of an evacuation as per State EM Policy S5.7.

The Incident Controller will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where practicable, procedures should be developed to track remaining residents' wellbeing.

4.9 Traffic Management

Traffic management will be conducted by the SoD in accordance with State EM Plan S5.3.3 and the State EM Policy 5.8 and SEMC's Traffic Management during Emergencies Guideline, for the conduct of immediate traffic management.

4.10 Functional Support Plans

The following plans provide support functions to this Bush Fire Response Plan.

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Local Welfare Plan;
- Local Emergency Risk Management Plan.

4.11 Financial Arrangements for Response

The State EM Plan describes the financial responsibilities of Controlling Agencies during response to emergencies. Controlling Agencies are responsible for payment of all expenses related to their response to incidents. When an emergency involves a multi-agency response, costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions.

The SoD will meet the financial obligations for response in accordance with the above until all opportunity to do so has been exhausted. DFES has identified and can implement arrangements for financial assistance with a number of its key stakeholders for Bushfire. In all circumstances, Incident Controllers should record the time and date of when supplementary funding arrangements commence for that incident.

To receive emergency incident financial assistance the SoD must make application (documented within a Personal Incident Diary (PID)/Incident Records) to a DFES Bushfire Liaison Officer (BFLO) or RDC. DFES Operations personnel assigned to AIIMS functional roles during emergency incident operations outside Gazetted fire districts exercising their powers under Section 13 of the Bush Fires

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Act 1954.

Information relating to funding for emergencies is available in the document, Criteria for meeting costs associated with emergencies under 'Other funding opportunities' on the SEMC website and at State EM Recovery Procedure 2.

PART 5: RECOVERY

5.1 Responsibility for Recovery

Recovery is the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. HMAs have comprehensive plans for responding to an emergency and will assist in the commencement of the recovery process (for the specific hazards that are their responsibility). However, it is a function of the SoD to “manage recovery following an emergency affecting the community in its district” (s. 36 EM Act). The Shire has prepared a Local Recovery Plan and nominated a Local Recovery Coordinator (s. 41(4) EM Act). The Local Recovery Plan has been developed to clearly identify recovery arrangements and operational considerations. It identifies any agreements that have been made between the SoD and/or emergency management agencies and refers to other appropriate documents where necessary.

5.2 Finance

There are a number of actions which the SoD should take to ensure they are financially prepared to undertake recovery activities, should the need arise. These actions include:

- Understanding and treating the risks to their community through an appropriate risk management process;
- Ensuring assets are adequately insured;
- Establishing a cash reserve for the purpose, where it is considered appropriate for the level of risk;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements – Western Australia (DRFAWA), and what may be required of local government in order to gain access to this potential assistance.

5.3 Recovery Management

The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller may assign the task to the Deputy Incident Controller (Recovery) who will work collaboratively with organisations and personnel to ensure accurate information is obtained in a timely manner.

An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the SoD will occur prior this determination, as necessary (State EM Plan section 6.4.1).

It is critical for the SoD to have information about impacts as early as possible, in order to start recovery planning and activities. The Impact Statement marks the transfer of responsibility to the SoD for management of the recovery. The Impact Statement is designed

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to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the SoD in ongoing assessment of impact and recovery work.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the recovery to the SoD, the Controlling Agency is to convene a meeting with the SoD and the State Recovery Coordinator. The Transfer of Responsibility meeting is a formality whereby the Impact Statement is reviewed and signed by the Incident Controller, SoD CEO (for each impacted local government) and the State Recovery Coordinator or their Deputy.

PART 6: ASSURANCE ACTIVITIES

Operational performance assurance activities identify and generate opportunities for improvement in operational performance to ensure incident management and response capabilities are continuously improved to provide the most effective service to the community.

6.1 Stand Down and Debriefs

The Incident Controller will determine when the bushfire has been declared safe so that stand down procedures may commence in accordance with DFES SOP 3.2.3 – Making Safe/Rules for Departure. Stand down of incident personnel should not occur until recovery arrangements are in place. Prior to stand down, the Incident Controller may conduct a ‘hot debrief’ of all the participating agencies and brigades to explain the situation, address outstanding issues, answer questions and handover recovery operations to the responsible agency.

6.2 Post Incident Analysis (PIA) and Review

Incidents requiring PIA are classed as significant. They tend to be larger and more complex than those only requiring a Debrief.

PIA are to be conducted under the following circumstances:

- The operation involves a multiple service response;
- Occurrences of deaths/ multiple casualties/near misses of DFES Operations or other response agency personnel;
- Incurred loss is of a significant dollar value;
- Significant damage to civil infrastructure;
- Significant social disruption (including any dislocation, evacuation etc.);
- Where a coronial inquiry will, or is likely to, occur.

PIA should be used to investigate and analyse current procedure in order to identify weaknesses and continually strengthen response operations.

NOTE: If the incident was significant and there is a possibility of either a PIA/MIR will occur personnel should convene a debrief and provide that feedback for that higher level review process.

Following the PIA process the relevant plans including the Bush Fire Response Plan, Welfare Plan, and Recovery Plan should be reviewed accommodating recommendations of the PIA.

PART 7: APPENDIXES**7.1 Appendix A – Distribution List**

ORGANIZATION	TITLE
Shire of Dardanup	Chief Executive Officer Deputy Chief Executive Officer Director Sustainable Development Director Infrastructure Manager Development Services Coordinator Emergency & Ranger Services Senior Ranger Emergency Management Officer Media & Public Relations Officer
Department of Fire & Emergency Services	Regional Superintendent District & Area Managers
Department of Biodiversity Conservation and Attractions	Regional Director
Western Australian Police Force	Officer In Charge – Australind Station
Bush Fire Brigades (BFAC Chief Bush Fire Control Officer Burekup Dardanup Central Dardanup West Ferguson Upper Ferguson Joshua Crooked Brook Waterloo Wellington Mills	Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer (North) Captain Fire Control Officer Captain Fire Control Officer Captain Fire Control Officer Captain Fire Control Officer Captain Deputy Chief Bush Fire Control Officer (South) Captain Fire Control Officer Captain
Local Emergency Management Committee	Chair, for circulation to members
District Emergency Management Committee	Chair, for circulation to members

7.2 Appendix B – Glossary of Terms

TERM	DEFINITION
AIIMS; Australasian Inter- service Incident Management System	The nationally recognized system of incident management for the nations fire and emergency services agencies. Organisational principals and structure used to manage Bushfire and other large emergencies based on the principles of management objectives, functional management and span of control
Bush Fire	A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954
CBFCO; Chief Bush Fire Control Officer	The CBFCO is the most senior position in the Bush Fire service. This person is responsible for making decisions concerning the direction of Bush Fire Brigades. The CBFCO provides a link between SOD; DFES and Bush Fire Brigades
SOD; Shire of Dardanup	The Local Government Authority responsible for the development and review of this plan
Coordination	The bringing together of agencies and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an agency, as a function of the authority to command, and horizontally, across agencies, as a function of the authority to control
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies
Critical infrastructure	A service, facility, or a group of services or facilities, the loss of which will have severe adverse effects on the physical, social, economic or environmental wellbeing or safety of the community.
DCBFCO;	Deputy Chief Bush Fire Control Officer
DBCA; Department of Biodiversity, Conservation and Attractions	The department has the lead responsibility for protecting and conserving the State's environment on behalf of the people of Western Australia. This includes managing the State's national parks, marine parks, conservation parks, State forests and timber reserves, nature reserves, marine nature reserves and marine management areas

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DFES; Department of Fire & Emergency Services	As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. DFES was established to improve the coordination and planning of emergency services in Western Australia.
FDI; Fire Danger Index	Measures the degree of Fire Danger combining elements of curing (dryness), temperature, Relative Humidity (RH) and wind speed. FDI ratings were developed by the CSIRO by scientist AG McArthur.
Gazetted Fire District	Area gazetted by the Minister (as shown on Brigade map) for which DFES, Fire & Rescue Service is responsible for fire incidents under the Fire Brigades Act 1942 S2(a)
Harvest Vehicle Movement Ban	Based on FDI (usually >35) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c when a Bushfire Control Officer is of the opinion that the use of harvesting machinery is likely to cause a fire or contribute to the spread of a bushfire.
HMA; Hazard Management Agency	An agency prescribed due to its knowledge, expertise and resources responsible for emergency management for a prescribed hazard. At the local level HMA's are identified in the Local Emergency Management Arrangements
LEMC; Local Emergency Management Committee	The LEMC is established for SOD in accordance with Emergency Management Act 2005 (S38) in Local Government Districts to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations. Note: LEMCs are an emergency planning body and although
Multi agency	Involving more than one Government agency
PIA; Post Incident Analysis	The reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome
TFB; Total Fire Ban	TFB's are declared by the Minister for Emergency Services (DFES) – State Level based on weather forecasts when there is a potential of adverse fire weather or when widespread fires are seriously stretching resources. They are declared on days when fires are most likely to be difficult to control and should they occur they will threaten lives and property. They are declared for the whole day (24hours) and for the whole of local government, including town sites. When a total Fire Ban is declared it prohibits the lighting of any fires in the open air and other activities that may start a fire - including use of welders, grinders or gas cutting.

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UCL; Unallocated Crown Land	Crown land (a) in which no interest is known to exist, but in which native title within the meaning of the Native Title Act 1993 of the Commonwealth may or may not exist; and (b) which is not reserved, declared or otherwise dedicated the Land Administration Act 1997 or any other written law;
UMR; Unmanaged Reserves	A reserve the care, control and management of which are not placed with a management body.
VCP; Vehicle Control Point (VCP)	A full or partial road closure through which all vehicle access is controlled. All VCPs are permanently staffed. Vehicles or persons (or classes of vehicles or persons) explicitly authorised by the Incident Controller may proceed after validation by the Traffic Controller. Persons requesting access permission who are not specifically authorised by the IC are held at the VCP pending permission / exclusion to enter the incident area.
Vehicle Movement Ban	Based on FDI (usually >60) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c this is a higher level of ban than a Harvest Ban and issued when Bushfire Control Officer is of the opinion that the use of engines, vehicles, plant or machinery including the operation of motorbikes is likely to cause a fire or contribute to the spread of a bushfire with the exception of the movement of vehicles and machinery on gazetted roads, laneways/roadways, and yards. Water carting for stock and domestic purposes is permitted provided it is accompanied by a mobile firefighting unit, or alternatively the water carting vehicle acts as the mobile firefighting unit and meets the minimum specifications (this also requires the retention of 400L of water at all times)

(Appendix BFAC: 10.13.1)

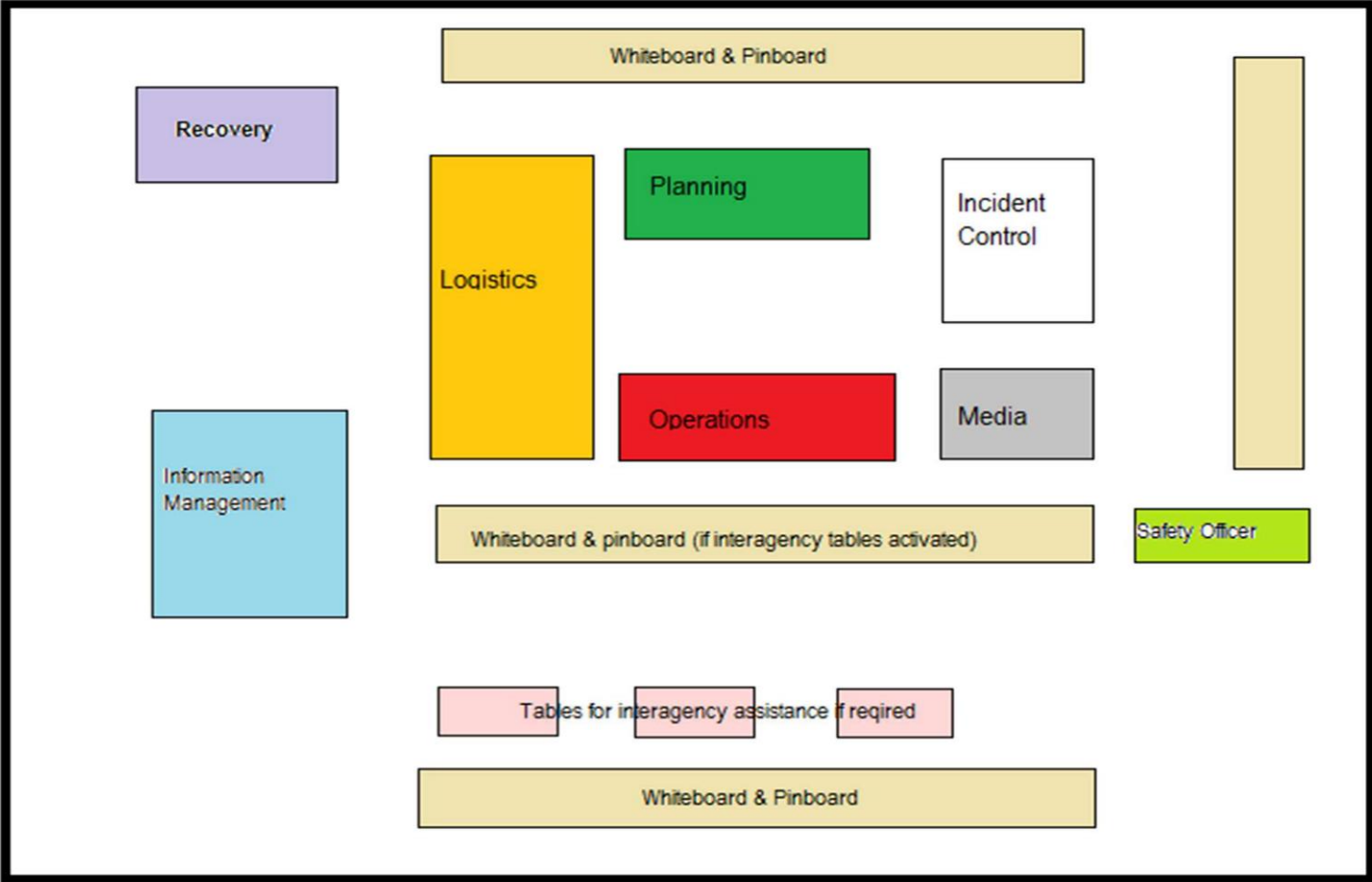
7.3 Appendix C – Key Contacts

A list of key contacts is provided for information below.

This plan is to be read in conjunction with the Shire of Dardanup Emergency Management – Contacts & Resource Directory and the Emergency Response & Deployment Plan provides the essential list of brigade personnel and emergency contact may be obtained from on request from the SoD for advice.

ORGANISATION	CONTACT	TELEPHONE
Alinta Gas	Faults & Emergencies	131352
Bureau of Meteorology	Perth Office	9263 2222
Shire of Dardanup	Coordinator Emergency & Ranger Services	0427 960 161 (Not for public)
Shire of Dardanup	Emergency Management Officer	9724 0347
Shire of Dardanup	Senior Ranger	0409 629 555 (Not for public)
Shire of Dardanup	CBFCO	0428 825 496
DFES	Regional Duty Coordinator (RDC)	1800 411 742
Department of Communities	Welfare Officer	0429 102 148 (Not for public)
DBCA	Duty Officer	9735 1988
Eaton Fire Station	Captain	0456 957 281
Main Roads WA	24hr call centre	138138
WA Police Force - Australind	General Enquiries	9797 0222
City of Bunbury	Administration CBFCO	9792 7000 0401 059 716
Shire of Capel	Administration CBFCO	9727 0222 0408 921 356
Shire of Collie	Administration CBFCO	9734 9000 0409 884 291
Shire of Donnybrook	Administration CBFCO	9780 4200 0428 641 021
Shire of Harvey	Administration CBFCO	9729 0300 0439 922 606
Western Power	Faults & emergencies Field Supervisor	131351 0429 652 961

7.4 Appendix D – Emergency Control Centre Layout



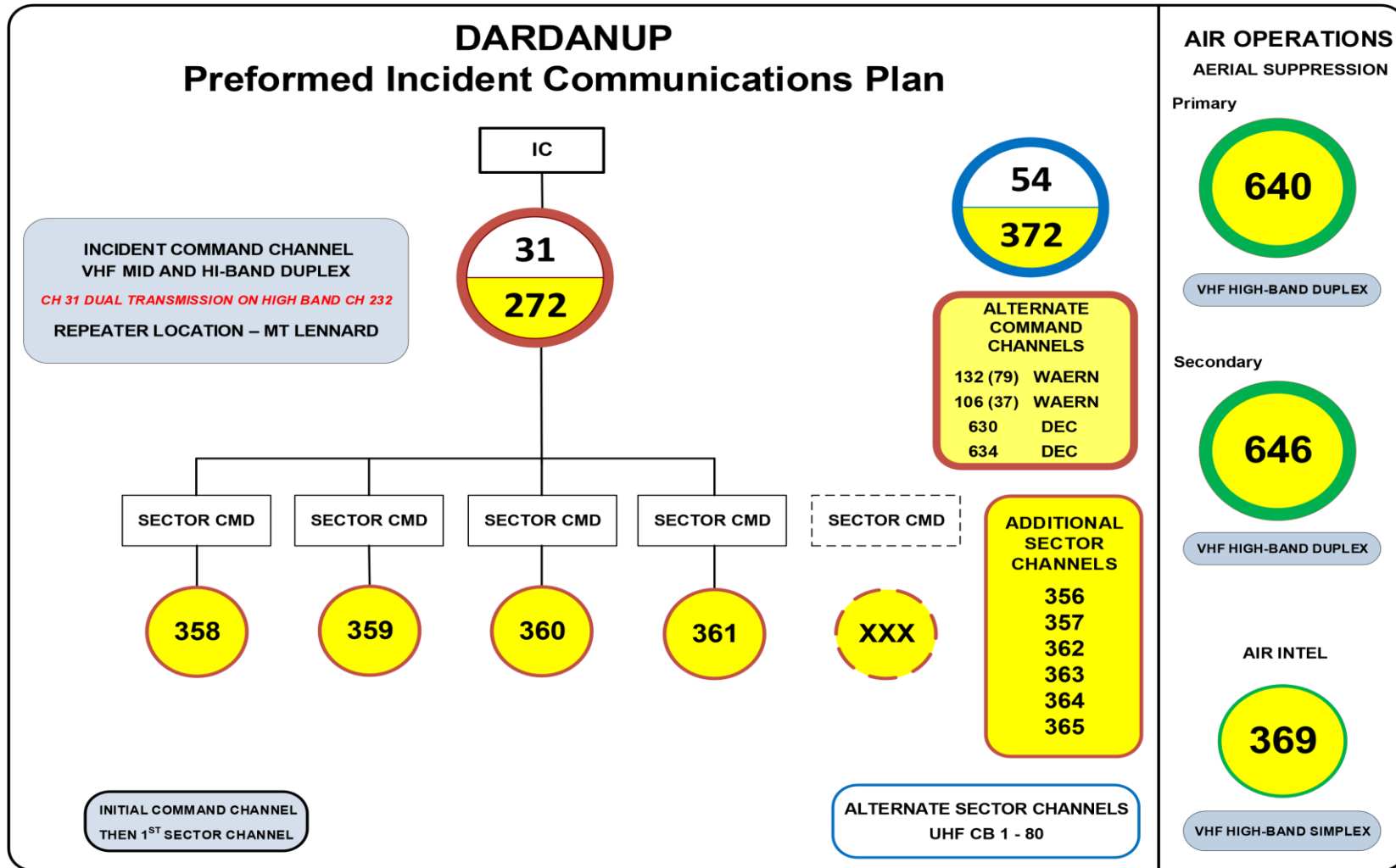
Suggested ECC layout for Level 1 or 2 incident

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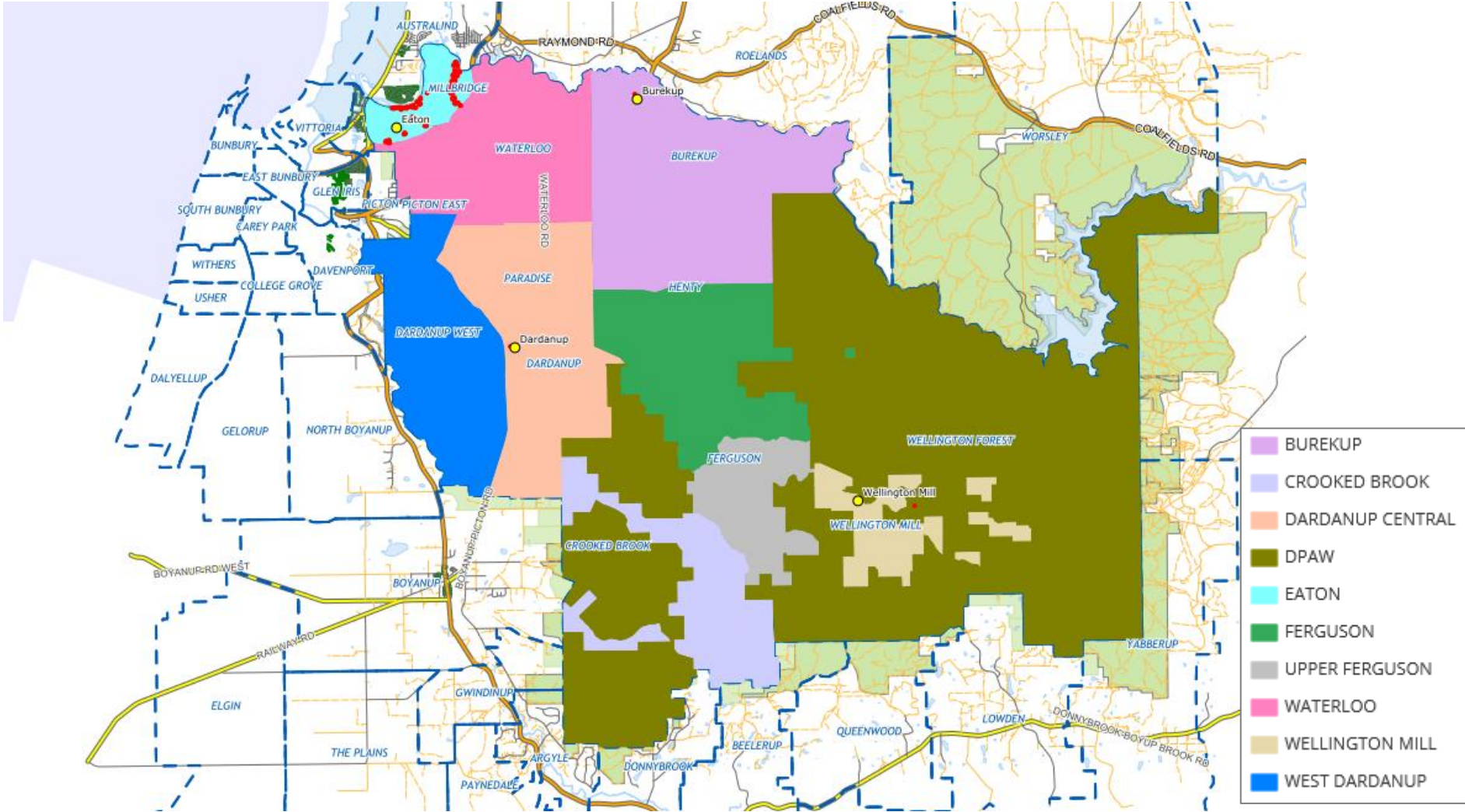
7.5 Appendix E – Appliances & Sell call

REGO	Vehicle / Role	BRIGADE	SELCALL
BUREKUP	1.4R	Burekup	
DA 196	2.4R	Dardanup Central	
1BYC 846	1.4R	Dardanup West	
DA 689	Light Tanker	Ferguson	
DA 8569	Light Tanker	Joshua/Crooked Brook	
DA 1684	2.4R	Upper Ferguson	
1WATERLOO	3.4U	Waterloo	
2WATERLOO	Light Tanker	Waterloo	
DA 8370	1.4R	Wellington Mills	
DA 8222	Mitsubishi 4x4	Shire of Dardanup - Ranger	
DA 9287	Mitsubishi 4x4	Shire of Dardanup - Ranger	
	Front End Loader	Shire of Dardanup	
	Front End Loader	Shire of Dardanup	
	670GP Grader	Shire of Dardanup	
	12M Grader	Shire of Dardanup	
	T560 Tractor	Shire of Dardanup	
	Water Truck	Shire of Dardanup	
1QBN 640	Isuzu CP 16	Eaton-Australind Volunteer FRS	
1QBV 828	Toyota Light	Eaton-Australind Volunteer FRS	
DA 122	Holden Rodeo	Eaton-Australind Volunteer FRS	
	CBFCO	Shire of Dardanup – Private Vehicle	
	DCBFCO - North	Shire of Dardanup – Private Vehicle	
	DCBFCO - South	Shire of Dardanup – Private Vehicle	
	FCO - Burekup	Shire of Dardanup – Private Vehicle	
	FCO – D/Central	Shire of Dardanup – Private Vehcile	
	FCO – D/West	Shire of Dardanup – Private Vehcile	
	FCO – Ferguson	Shire of Dardanup – Private Vehcile	
	FCO – U/Ferguson	Shire of Dardanup – Private Vehcile	
	FCO – Joshua CB	Shire of Dardanup – Private Vehcile	
	FCO – Waterloo	Shire of Dardanup – Private Vehcile	
	FCC - Well/Mills	Shire of Dardanup – Private Vehcile	

7.6 Appendix F – Communications Plan



7.7 Appendix G – Brigade Area Map



(Appendix BFAC: 10.13.1)

7.8 Appendix H – Industrial / Infrastructure Risk Register

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
1	Wren Oil	A 6038 A 6012	Lot 157 & Lot 137 Harris Road Picton East	<ul style="list-style-type: none"> • Oil refinery • Processor • Transport 	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals. • Production of hazardous wastes. • Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> ○ air ○ water ○ soil/ground 	<ul style="list-style-type: none"> • DER License. • Storage of hazardous materials . • Storage of Oils & Chemicals. 	
2	AR Fuels	A 9654	Lot 2009 Giorgi Road Picton East	<ul style="list-style-type: none"> • Renewable Fuel Manufacturer 	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals. • Production of hazardous wastes. • Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> ○ air ○ water ○ soil/ground 	<ul style="list-style-type: none"> • DER License • Storage of Hazardous materials – Flammable Fuels • Chemicals 	
3	Hexion	A 6003	Lot 7 House 210 Moore Road Dardanup West	<ul style="list-style-type: none"> • Industrial Chemical Manufacturer 	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals. • Environmental contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> ○ air ○ water ○ soil/ground 	<ul style="list-style-type: none"> • Storage & manufacture of chemicals • Methanol • Formaldehyde • Urea 	

(Appendix BFAC: 10.13.1)

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
4	Laminex	A 6002	Lot 2 House 184 Moore Road Dardanup West	<ul style="list-style-type: none"> • Particle Board Manufacture 	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals. 	<ul style="list-style-type: none"> • Particle Board Manufacture • Storage of chemicals • Glues • Wastes 	
5	Wespine	A 6042	Lot 76 House 241 Moore Road Dardanup West	<ul style="list-style-type: none"> • Timber Mill 	<ul style="list-style-type: none"> • Fire within Timber storage and processing area. • Chemical spill of Preservation chemicals. 	<ul style="list-style-type: none"> • Timber preservation Chemicals 	
6	Summit Fertilizer	A 3155	Lot 100 House 255 Harris Road Picton East	<ul style="list-style-type: none"> • Agricultural Fertilizer Storage 	<ul style="list-style-type: none"> • Environmental impact from spill of Bulk Fertilizers. 	<ul style="list-style-type: none"> • Bulk Storage of Fertilizers • Urea • Phosphates • Nitrates 	
7	Tesla Corporation	A 10445	Lot 504 House 5 Hardisty Ct Picton East	<ul style="list-style-type: none"> • Stand-by power generator 	<ul style="list-style-type: none"> • Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals. 	<ul style="list-style-type: none"> • Diesel Fuel Storage • Power Generation 	
8	Depiazzi	A7411	Lot 4577 Depiazzi Road Dardanup	<ul style="list-style-type: none"> • Mulch – processing and storage • Sawdust storage 	<ul style="list-style-type: none"> • Fire through incorrect storage and maintenance – self combustion. 	<ul style="list-style-type: none"> • Mulch • Sawdust 	

7.9 Appendix I – Residual Risk Score Calculator

RISK SCORE CALCULATOR							
RISK CRITERIA			CONSEQUENCES				
			Low	Minor	Moderate	Major	Critical
		People	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Lost Time Injury (LTI) / Restricted Work Case	Single Fatality	Multiple Fatalities
		Environment	Low level environmental impact	Minor effects on biological or physical environment	Moderate short term environmental impact	Relatively wide spread medium long term environmental impact	Wide spread long term environmental impact
Operational Impact	Easily fixed up straight away	Minor damage to equipment, no loss of production	Loss of less than one week's production	Major damage to facility, loss of less than six months production	Serious problems with future operation of the facility		
LIKELIHOOD	Almost Certain	Expected to occur yearly	Moderate	High	High	Extreme	Extreme
	Likely	Will probably occur Every 1 to 2 years	Moderate	Moderate	High	Extreme	Extreme
	Possible	Should occur over The next 5 years	Low	Moderate	Moderate	High	Extreme
	Unlikely	Could occur in 5 to 10 years	Low	Low	Moderate	High	High
	Rare	May occur over the Next 20 – 30 years	Low	Low	Moderate	Moderate	High



ELECTION OF BRIGADE FIRE CONTROL OFFICER

I _____ hereby Nominate _____ to the position of **Brigade Fire Control Officer** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Fire Control Officer

The Brigade Fire Control Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- provide leadership and direction to the Captain, Lieutenants, other Committee members and fire fighters to implement the objectives of the Brigade;
- Act as spokesperson for the Brigade, specifically at the Bush Fire Advisory Committee (BFAC), and generally on public relations and other matters, in conjunction with the Shire of Dardanup;
- Issue permits to burn as authorised under the Act within their area of the district;
- Inspect and report on fire hazards within their district and in the Shire of Dardanup;
- Carry out any duties prescribed under the Act and so authorised by the Shire of Dardanup;
- Take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- to ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with Bush Fire Operating Procedures;
- to adopt policies on behalf of the brigade as recommended by the local government;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct;
- liaise with the local government concerning fire prevention/suppression matters generally.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF COMMUNICATIONS OFFICER

I _____ hereby Nominate _____ to the position of **Communications Officer** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Communications Officer

The Brigade Communications Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- ensure that the brigades communications and call out system operates effectively and fits into the Local Government communications network;
- to control the use of communications equipment by members of the brigade;
- undertake the responsibility for the maintenance of communications equipment and where necessary, for the repair or replacement;
- to test the brigade’s communications equipment on a regular basis;
- assist in the training of members of the brigade in the use of communications equipment; and
- liaise with communications officers in other brigades.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as Communications Officer.	
	Signature:	Date:



ELECTION OF BRIGADE CAPTAIN

I _____ hereby Nominate _____ to the position of **Brigade Captain** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Captain

The Brigade Captain is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- preside over all Brigade meetings and ensure meeting procedures are followed at all times;
- promote the objectives of the Brigade;
- demonstrate positive leadership and mentors members;
- attend meetings as requested by the local government;
- in the absence of a Bush Fire Control Officer may take overall charge of fire suppression activities, and/or ensures the principles of the Incident Management System are being adhered to during wildfire suppression or during hazard reduction programs;
- provide leadership for the Brigade and related administration;
- ultimately undertakes responsibility for the proper management and maintenance of Brigade property and equipment;
- is to deputise for the Bush Fire Control Officer at Bushfire Advisory Committee meetings when required;
- advise the brigade on administrative matters;
- ensures Brigade members are adequately trained to carry out their functions, in accordance with Bush Fire Operating Procedures (BFOP) and Brigade standards;
- in the absence of a Bush Fire Control Officer conduct brigade briefings and post incident analysis of any incident involving fire fighting;
- conduct brigade briefings and post incident analysis of any management issues;
- to ensure the behaviour of members is in accordance with the Local Government's code of conduct.

(Appendix BFAC: 10.13.3)

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.2 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF BRIGADE TREASURER

I _____ hereby Nominate _____ to the position of **Brigade Treasurer** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Treasurer

The Brigade Treasurer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- pay accounts as authorized by the Committee;
- keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- be the custodian of all monies of the bush fire brigade;
- regularly inform the Secretary of the names of those brigade members who have paid their membership fees;
- report on the financial position at meetings of the bush fire brigade or Committee; and
- submit a copy of the audit report to the Chief Bush Fire Control Officer by 15 April each year.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF BRIGADE LIEUTENANT

I _____ hereby Nominate _____ to the position of **Brigade 1st/2nd/3rd Lieutenant** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Lieutenant

The Brigade Lieutenant is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- in the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;
- provide support to the Captain;
- command and manage members during emergencies and other Brigade related activities;
- demonstrate positive leadership and mentor members;
- maintain open lines of communications;
- encourage positive interaction and teamwork between members;
- ensure Bush Fire Operating Procedures are adhered to at brigade activities;
- ensure members engaged in fire-fighting activities hold competencies relevant to the task;
- work cohesively with the brigade Training Officer and conduct training activities for members;
- to ensure the behaviour of members is in accordance with the Local Government’s code of conduct.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.3 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF BRIGADE SECRETARY

I _____ hereby Nominate _____ to the position of **Brigade Secretary** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Secretary

The Brigade Secretary is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
- answer all correspondence or direct it appropriately, and keep a record of the same;
- prepare and send out all necessary notices of meetings;
- receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;
- complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident;
- maintain a register of all current brigade members which includes each brigade member's contact details and type of membership;
- provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member;
- Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded within 14 days after the last day of attendance.

(Appendix BFAC: 10.13.3)

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.4 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF BRIGADE EQUIPMENT/MAINTENANCE OFFICER

I _____ hereby Nominate _____ to the position of **Brigade Equipment/Maintenance Officer** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Equipment/Maintenance Officer

The Brigade Equipment/Maintenance Officer is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- be responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).
- provide, no later than 15 April of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).
- ensure all of the equipment of the bush fire brigade is stored at a place approved by the Captain (the “station”).

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.5 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:



ELECTION OF BRIGADE TRAINING OFFICER

I _____ hereby Nominate _____ to the position of **Brigade Training Officer** for the _____ **Volunteer Bush Fire Brigade** for the period commencing 1 July _____ (year) and ending 30 June _____ (year).

Signed

Nominating Person

Brigade Training Officer (BFTO)

The Brigade Fire Training Officer (BFTO) is elected by the Brigade and is part of the Brigade Committee of Management and has the following specific functions and responsibilities —

- ensure brigade members maintain necessary skill levels equivalent to the competency standards required as recommended by the Department and the Shire of Dardanup;
- ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills;
- maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the local government;
- provide mentoring for members who express an interest in training to encourage future facilitators;
- represent the brigade at training committee meetings;
- The Training Officer is to provide, no later than 30 November of each year, a report to the local government of any identified training needs of the bush fire brigade.

Declaration	I accept this Nomination and agree to fulfil all its responsibilities as listed at Section 3.7 of the Shire of Dardanup Bush Fire Brigades Local Law.	
	Signature:	Date:

